

Sacred Heart Girls' College

New Plymouth



# DOCUMENTATION AND SELF REVIEW POLICY

Last reviewed at BOT Meeting on 23/09/2020

Chairperson: Stephen Hill

Signature:

A handwritten signature in blue ink, appearing to read 'Stephen Hill', is written over a light blue horizontal line.

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College Charter

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### **SUPPORTING DOCUMENTS**

<b>Documentation</b>	<b>Location</b>
Board Minutes (signed)	<i>Principal's PA Office</i>
Charter	<i>Principal's office / Principal's PA office</i>
ERO Reports	<i>Principal's PA Office</i>
Meeting Procedures	<i>Principal's PA Office</i>
Ministry Gazette notices and circulars	<i>Principal's PA office/staffroom</i>
College Marketing documents (prospectus)	<i>Principal's PA office/front office</i>
Self-Review plan	<i>Page 13 of this document</i>
Trustee Handbook	<i>Board Members, Principal's PA office</i>
Trustee Role Descriptions (code of conduct)	<i>In the Trustee Handbook</i>

### **THIS WILL BE REPORTED AS FOLLOWS**

- Reports on students achievements
- Boards Annual Report will include college level data under three strands and also numbers and proportions of students at, above, below, well below including Māori, Pasifika and by gender
- Outline and results of consultation
- Progress of strategic goals



## **Sacred Heart Girls' College**

### ***SPECIAL CHARACTER POLICY***

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The Board of Trustees will ensure that the Special Character of the college, namely its commitment to provide an education in which the Gospel Values of the Catholic Church are promoted, will be maintained at all times.

**THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SCHOOLS' MISSION STATEMENT.**



## Sacred Heart Girls' College

### ***DOCUMENTATION AND SELF REVIEW POLICY***

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The Board of Trustees, with the Principal and teaching staff, will:

- (a) Develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, , assessment and staff professional development;
- (b) maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement; and
- (c) report to students and their parents on the achievement of individual students, and to the college's community on the achievement of students as a whole and of groups (identified through NAG1 (c)) including the achievements of Maori and Pasifika students against the plans and targets referred to in the college's annual plan.

**THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.**



## Sacred Heart Girls' College

### ***SCHOOL CHARTER UPDATE POLICY***

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The Board of Trustees will complete an annual update of the college Charter and provide the Secretary of Education with a copy of the updated college Charter before 1 March of the relevant year.

**THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.**



## Sacred Heart Girls' College

### ***ANALYSIS OF VARIANCE POLICY***

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The Board of Trustees will provide a statement providing an analysis of any variance between the college's performance and the relevant:

- Aims
- Objectives
- Priorities or targets

These are set out in the charter.

This will be provided at the same time as the updated college Charter is provided to the Secretary of Education.

**THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.**

## ***SPECIAL CHARACTER***

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The Sacred Heart Girls' College Board of Trustees:

1. acknowledge and ensure that the Catholic Faith and its observances has a central place in College priorities.
2. is to fulfill the intent of the Special Character statement in the Integration Agreement, within the limits of staffing and resources.
3. recognise the right of the Proprietor –Mission College New Plymouth Trust Board - to supervise the maintenance, preservation and safeguarding of the Special Character of the college.

### Guidelines

1. The Proprietor's appointees on the Board of Trustees have the responsibility to report to the Proprietor –on the College's Special Character.
2. The Board of Trustees has the responsibility to seek the approval of the Proprietor on matters relevant to the preservation and safeguarding of the College's Special Character.
3. The curriculum of Sacred Heart Girls' College will reflect the Special Character of the College and meet the requirements of the National Administration Guidelines and the National Education Guidelines.
4. The Board of Trustees will ensure that there is a pastoral care and counseling programme for staff and students.
5. The Board of Trustees will ensure that necessary staffing, time and financial resources are committed to providing training opportunities for seeking Teacher accreditation to teach at the College.
6. Meetings, celebrations, liturgical occasions and college ceremonies will strongly reflect the Catholic Character.
7. When making appointments the Board of Trustees and the Principal will take into account the Catholic Character of the college and will endeavour to ensure that all tagged positions are filled as required by the college's Integration Agreement.
8. Daily prayer and regular liturgy will be part of student life and of the meetings of the College staff and committees.
9. The role of the Chaplain will enhance the Special Character of the College as per their job description.
10. The principles of the empowerment of young women by way of Caritas donations and donations to charities which support women and young children are to be encouraged.

## ***PASTORAL CARE***

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Sacred Heart Girl's College provides excellence in education while embracing gospel values, therefore the pastoral care of each student is of paramount importance.

### **PURPOSE:**

1. Create an environment which meets the individual student's needs for acceptance, approval and belonging, which will ensure optimum engagement.
2. To ensure that pastoral care matters are dealt with using a relational approach and restorative practices where appropriate.
3. To ensure that we identify the gifts and pastoral needs of each student in our College Community.
4. To celebrate success within the College community
5. To provide clear guidelines to assist staff to advise and mentor students in accordance with College policy and Special Character .
6. To provide guidance and support in curriculum and vocational matters.
7. To ensure that appropriate external services are used when needed.

### **GUIDELINES:**

- The pastoral care team of Sacred Heart Girls' College will include the services of a Guidance Counsellor, a Careers Advisor, School Chaplain, RTL (Resource Teacher of Learning and Behaviour) and relevant health services. In conjunction with these services, SHGC will also meet the pastoral needs of the students through GEMS (Goals Encourage Mana and Success) Programme, using a year level deaning structure and maintaining the vertical form relationship. In Years 7-8 a homeroom teacher will be the student's first port of call. In Years 9-13 the GEMS teacher will be the first port of call.
- Student diaries will identify clear referral lines for dealing with issues of guidance, counselling and Manawa Mission expectations.
- Students will be assisted to access appropriate health care.
- The Deans will meet regularly to monitor the provision of pastoral care guidance of students. Deans will regularly review the policies and procedures relating to pastoral matters
- Matters of pastoral care advice and guidance, should be undertaken by staff under the guidance of the pastoral team. Pathways and academic guidance should be undertaken by staff under the guidance of the Careers Advisor, Deans and the relevant Head of Faculties.
- Staff must support the teaching of the Catholic Church in matters of sexuality. Counselling on these issues must be directed through the Guidance Counsellor.
- Manaaki teachers will be appointed to provide the first point of call for pastoral care in the college. Where possible, Manaaki teachers will remain consistent over years and will also be the GEMS teacher of students in Years 9-13.



## ***BOARD MANAGEMENT***

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- The Board Management procedures are covered by the Sacred Heart Girls' College Trustee Information Handbook.

## **CONSULTATION**

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This covers consultation between the Board and

**a) Staff**

**b) College Community** including

- i. Parents
- ii. PTFA
- iii. Maori community
- iv. Students
- v. Parishes
- vi. Other significant cultural groups.

**c) Proprietor's Board**

**a) Staff**

The Trustees include both the Principal and the Staff Representative who are both members of the teaching staff of SHGC. The role of the staff representative is to put forward the point of view of the staff.

At staff briefings the Principal and the staff representative are able to discuss any matters that have arisen in the BOT meetings and communicate staff responses back to the BOT.

The BOT Minutes are available to the staff following the meetings and may be discussed with the staff representative.

Staff are able to attend the public sessions of any BOT meetings.

Staff are invited to be on various subcommittees that the BOT deem necessary.

**b) College Community**

The BOT will consult with the college community regarding the Charter, areas of the curriculum and any other matters which require consultation (e.g Health).

The BOT consults the Maori community regarding Maori student achievement and regular hui will be held.

**c) The Proprietor's Board**

These are nominated seats on the BOT for members of the Proprietor's Board.

## ***REPORTING TO STUDENTS AND PARENTS***

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The Board will report to all students, parents and caregivers on the achievement of all students in all areas of the curriculum including;

**a) NCEA**

- i) Grades/credits are given for each subject with school reports as well as the number of credits available to the student in that subject.

## ***REPORTING TO SCHOOL COMMUNITY***

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1. College Newsletters;
  - i) Achievements of specific target groups of students and the student body as a whole are reported to the community on a case by case basis
  - ii) The Principal and Deputy Principals contribute articles to the newsletters
2. College newsletters will be emailed to all contributing schools, parishes and other interested parties.
3. College website and Facebook is updated on a regular basis
4. Media releases

## ***UPDATING THE SCHOOL CHARTER PROCEDURE***

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As per the college's self-review timetable the college charter will be reviewed and updated in Term 4 of each year and submitted to the Secretary of Education by the 1<sup>st</sup> March of the following year.

This will include an analysis of variance as per the NAG 8 policy.

## SELF REVIEW TIMETABLE

YEAR	TERM 1	TERM 2	TERM 3	TERM 4
2016	NAG 5 (Health & Safety)	NAG 4 (Finance)	NAG 2, 2A, 7 & 8 (Documentation & self-review)	Charter / Strategic Plan / Annual Plan
2017		NAG 4 (Finance)		Charter / Strategic Plan / Annual Plan
2018		NAG 4 (Finance)		Charter / Strategic Plan / Annual Plan
2019				Charter / Strategic Plan / Annual Plan
2020	NAG 3: Personnel (annual)	NAG 6: Legislation (annual) NAG 5: Health & Safety (annual) NAG4B: Property	NAG 4A: Finance (annual) NAG 2: Documentation & Self- Review	NAG 1: Curriculum  Charter / Strategic Plan / Annual Plan
2021	NAG 3: Personnel (annual)	NAG 6: Legislation (annual) NAG 5: Health & Safety (annual)	NAG 4A: Finance (annual)	NAG 1: Curriculum  Charter / Strategic Plan / Annual Plan